

FITCHBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
May 9, 2018

FITCHBURG PUBLIC LIBRARY
610 Main Street, Fitchburg, MA

Trustees present were: Chair Jim Walsh, Matthew Bruun, Robert Favini, Mary Rice Hurley, Joanne Huse, Cynthia Jones, and Michael Phaneuf. Also present were Director Sharon Bernard and Asst. Director Jean Tenander.

PUBLIC COMMENT

There was no public comment.

CALL TO ORDER

The meeting was called to order at 6:33 p.m.

APPROVAL OF THE MINUTES of March 14, 2018.

The minutes of the March 14, 2018 meeting were approved.

CHAIR'S REPORT

Chair Walsh reported that he and Director Bernard had had two meetings with the Mayor regarding the budget. The City is trying to manage a funding shortfall and consequently did not approve Director Bernard's request to add a full time position. Director Bernard said in regard to staff salaries, the present contract is a year old so any pay raise will be retroactive. The staff is considering signing a one-year contract for FY18 and then negotiating for either another one year contract or a three year contract the following year.

Chair Walsh said there had been a positive first meeting with Bob Antonucci, Mayor Stephen DiNatale, Director Bernard and people who had, over the summer, indicated an interest in participating in the pre-campaign advisory group.

Director Bernard said the City Council will have to vote on the entire construction cost. The state money is guaranteed but is typically distributed over a five year period. The work of the various contractors will be completed prior to the 5 year period. The Council will need to have confidence in any pledges received. She said the new market tax credits Matt Blumfeld had outlined to the Trustees at the outset were a possibility. Robert Favini said the Trustees had a year to get the finances organized once we actually receive the grant. The renovation/updating of the existing buildings is estimated to be \$12 million dollars and that would leave us without the additional space needs that have been identified.

There was also a discussion of how to handle misinformation on social media. Robert Favini asked if the Library was included in the TDI.

LIBRARIAN'S REPORT

Director Bernard reported we had received the second disbursement of state aid funds. These funds roll over year to year and do not need Council approval to spend. She also said she wants to reorganize some staff positions, and create job descriptions. She will be talking to Susan Davis, the H.R. Director.

She mentioned a few of the upcoming programs. Tea with a local author of cozy mysteries, and a mentalist are both scheduled in the next few weeks. She said she had attended a meeting about the "Footsteps to Brilliance" initiative that the United Way is creating to reach the communities in its service area.

COMMITTEE REPORTS

Finance Committee-Mike Phaneuf reported on the finance committee's conversation with Jim Hohman. Jim wants to switch some of the stocks around to take advantage of some high prices and to earn more income.

Legislative Affairs Committee-Robert Favini went to a meeting supporting net neutrality. The ALA and the MBLC strongly support net neutrality.

Policy Committee-The Trustees voted to accept changes to the Hot Spot policy.

NEW BUSINESS

Director Bernard distributed copies of the FY18 Trust Fund budget and the adjustments needed to keep the categories balanced. The Trustees voted to accept adjustments.

OLD BUSINESS

Director Bernard reported that the elimination of fines policy was going well. Patrons are happy.

EXECUTIVE SESSION

At 7:30 p.m. the Trustees went into Executive Session to discuss the Director's contract.

Respectfully submitted
by Jean Tenander for
Cynthia Jones

HUMAN SERVICES	FY65	FY66	FY67	FY68	FY69	FY69	FY69
LIBRARY	ACTUAL	ACTUAL	ACTUAL	PROJECTED	REQUESTED	MAJOR	MAJORS REQUESTED
LIBRARY P.S. (11.45 FTE)							
CHIEF LIBRARIAN (1)	75,325	80,172	80,701	86,112	87,880	87,880	1,768
LONGEVITY	4,569	4,755	5,101	4,066	4,411	4,411	345
OVERTIME	1,309	638	1,106	1,500	1,000	1,000	(500)
CLOTHING ALLOWANCE	600	600	600	600	600	600	-
PROFESSIONAL (4 FTE)	189,222	208,124	212,190	210,911	229,313	229,313	18,402
PRE-PROFESSIONAL (3.86 FTE)	87,793	128,209	141,341	141,984	145,215	145,215	3,231
LIBRARY ASSISTANTS (2.59 FTE)	74,575	35,586	53,369	68,097	78,967	78,967	10,870
SUB TOTAL	433,393	458,084	494,408	513,270	547,386	547,386	34,116
LIBRARY OFFICE							
TELEPHONE	21	-	-	-	-	-	-
OFFICE SUPPLIES	436	-	-	-	6,000	6,000	6,000
PRINTING	236	453	448	600	600	600	-
SUB TOTAL	694	453	448	600	6,600	6,600	6,000
LIBRARY SUPPLIES							
CIRCULATION SUPPLIES	684	1,033	-	-	1,000	1,000	1,000
CATALOGING SUPPLIES	60	-	-	-	1,000	1,000	1,000
BOOK AND MATERIAL ADULT	50,623	46,372	47,740	38,000	50,000	50,000	12,000
BOOK AND MATERIAL CHILD	12,559	11,785	10,614	10,000	12,000	12,000	2,000
DATA PROCESSING	29,733	30,006	32,145	34,000	37,993	37,993	3,993
SUB TOTAL	93,659	89,196	90,499	82,000	101,993	101,993	19,993
LIBRARY MAINTENANCE (1 FTE)							
CUSTODIAN (MAINTENANCE)	33,628	35,842	36,070	37,440	37,584	37,584	144
ELECTRICITY	50,481	42,781	46,608	50,000	50,000	50,000	-
BLDG & GROUND SUPPLIES	3,024	2,592	-	-	-	-	-
MAINTENANCE OF EQUIPMENT	2,000	-	-	-	-	-	-
EQUIPMENT	-	-	-	-	-	-	-
HEATING FUEL	50,884	29,211	27,894	50,000	50,000	50,000	-
REPAIR AND CARE	9,838	7,499	23,382	10,000	10,000	10,000	-
BUILDING MAINTENANCE	10,317	17,020	9,436	8,000	8,000	8,000	-
SUB TOTAL	160,172	134,945	143,390	155,440	155,584	155,584	144
TOTAL LIBRARY	687,918	682,678	728,745	751,310	811,563	811,563	60,253

- Remove new position of Circulation supervisor (\$35,000)

Question
Are there other personnel changes in this budget - new positions or more hours?
Does Book & Material change w/ personnel changes?

**Fitchburg Public Library
Trust Fund Expenditures
FY18 BUDGET**

	<u>FY18</u>	<u>YTD Exp.</u>	<u>ADJUSTED FY18</u>
	-		-
Audio Books Adult	9,000.00	2,408.20	3,000.00
Audio Books Child	1,000.00	-	1,000.00
Books Adult	6,000.00	4,861.54	6,000.00
Books Child	1,000.00	101.67	500.00
Computer Programs	3,500.00	7,249.27	8,000.00
DVDs Adult	5,500.00	1,441.84	2,000.00
DVDs Child	1,800.00	22.99	250.00
Equipment	1,800.00	2,273.10	2,275.00
Grounds	1,000.00	-	1,500.00
Insurance	350.00	-	350.00
Mailings	500.00	-	-
Memberships	6,000.00	4,913.68	6,000.00
Miscellaneous	1,000.00	323.20	1,005.00
Periodicals	150.00	3,728.53	4,500.00
Print/Advertising/Display	100.00	796.16	800.00
Programs Adult	2,000.00	1,859.60	2,300.00
Programs Child	3,000.00	2,736.42	3,300.00
Recordings, Music Adult	4,000.00	3,630.71	4,000.00
Recordings, Music Child	300.00	-	-
Special Services	300.00	20.00	20.00
Staff Expenses	2,500.00	3,060.59	3,200.00
Supplies	1,000.00	1,415.76	1,600.00
Travel	1,200.00	1,242.36	1,400.00
	<u>53,000.00</u>	<u>42,085.62</u>	<u>53,000.00</u>

Fitchburg Public Library
Investment Performance
12/31/17-4/30/18

Investment Objectives **The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.**

Alice & Rodney Wallace Funds Stocks-68% Bonds-31% Money Market-1%

Market Value 12/31/17	Market Value 4/30/18	Percent Change	Estimated Annual Income	Annual %Income
\$1,080,293	\$1,041,454	- 3.60%	\$29,190	2.80%

Other Funds Stocks-15% Bonds-75% Money Market-10%

Market Value 12/31/17	Market Value 4/30/18	Percent Change	Estimated Annual Income	Annual %Income
\$ 706,953	\$ 694,479	- 1.76%	\$20,911	3.01%

TOTAL

\$1,787,246	\$1,735,933	- 2.87%	\$50,101	2.89%
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	12/31/2017	4/30/2018	Income Balance as of 4/30/2018
Restricted	\$330,985.04	\$328,455.43	\$ 38,621.52
Unrestricted	\$375,967.60	\$366,023.62	\$ 14,764.36
Total	\$706,952.64	\$694,479.05	\$ 53,385.88

HOTSPOTS

Requirements:

- You must be a **Fitchburg** resident.
- You must have an ADULT library card that is at least 2 months old and with no fines. You may not use a Temporary card.

Loan Rules and Duration

- 2 week (14 day) loan – NO RENEWAL
- One use per household per 60 days
- Must be booked through our TixKeeper System (the same place you reserve museum passes), on a first come, first served basis.
- The device will only be available for pick up on the day of your reservation (no early pick-up)
- Return to Fitchburg Circulation Desk ONLY, not in the Book Drop. A \$10 fine will be assessed if the book drop is used.
- Fines are \$5 a day for each day the device is kept over the 2 week period. The device will be shut off on the second day it is overdue, after 5 days. You will be charged a \$15 shut off fee plus the \$5 per day fine.
- If the hot spot is not returned, and you will be charged the replacement fee of \$145. The Fitchburg Police Department may be notified.
- The person with the reservation must pick up the device with their own library card and a photo ID.
- Replacement costs: \$5.00 for the users' guide, \$5.00 for the power plug, \$5.00 for the power cord, \$120 for the device, and a \$10 service fee.

Disclaimer

The library is not responsible for damage to any device connected to the Internet through the borrowed HotSpot, nor for any content received over the Internet. Tampering with library equipment, software or programming, including bypassing security functions, is prohibited.



NewVue
communities™

NeighborWorks®
HOMEOWNERSHIP CENTER
CHARTERED MEMBER



Please join us for our
39th Anniversary
ANNUAL MEETING
May 31, 2018, 5:30 to 7 PM
Fitchburg Art Museum
185 Elm St, Fitchburg

Celebrating Healthy Neighborhoods & the Arts

Come participate in various art projects, and listen to a panel discussion on the various projects that will be bringing over \$70 million dollars of investment into Fitchburg's downtown in the next few years.

Honoring Congresswoman Niki Tsongas

Join us to honor Congresswoman Niki Tsongas in her final months in office for her tireless advocacy for our communities over the last 5 years in the 3rd District.

Call Lisa Dutton-Swain - 978-342-9561
Email - RSVP@nvcomm.org

Food & Refreshments will be served.

Child care will be provided.

This Event is generously sponsored by:

